



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER: 72052022R00001**

**ISSUANCE DATE: January 3, 2022**

**CLOSING DATE AND TIME: February 1, 2022 at 5:00 p.m.**

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) Resident Hire for Program Assistant position (GS-7).**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Guadalupe Ramirez

Digitally signed by Guadalupe  
Ramirez  
Date: 2021.12.23 10:53:04 -06'00'

**Guadalupe Ramirez  
Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72052022R00001
2. **ISSUANCE DATE:** January 3, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 1, 2022 at 5:00 p.m.
4. **POINT OF CONTACT:** Lilian Monterroso, e-mail at lmonterroso@usaid.gov
5. **POSITION TITLE:** Program Assistant for Economic Growth Office
6. **MARKET VALUE:** \$38,654 - \$50,251 equivalent to **GS-7** Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Three years, estimated to start on March 1, 2022.

|                         |                             |
|-------------------------|-----------------------------|
| <i>Base Period:</i>     | <i>3/1/2022 – 2/28/2023</i> |
| <i>Option Period 1:</i> | <i>3/1/2023 – 2/29/2024</i> |
| <i>Option Period 2:</i> | <i>3/1/2024 – 2/28/2025</i> |

8. **PLACE OF PERFORMANCE:** Guatemala City, Guatemala with possible travel as stated in the Statement of Duties. Situational o routine telework may be permitted, subject to Post telework policy.
9. **ELIGIBLE OFFERORS:** U.S. Citizens or U.S. Permanent Residents residing in Guatemala  
For USPSC:
  - Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
  - U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States;
  - Submit a complete application as outlined in the solicitation section titled APPLYING;
  - Be able to obtain facility access authorization;
  - Be able to obtain a Department of State medical clearance;
  - Be willing to travel to work sites and other offices as/when requested;
  - Employment is subject to funds availability and all the required approvals obtained.
10. **SECURITY LEVEL REQUIRED:** **Facility Access.** The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **11. STATEMENT OF DUTIES**

USAID/Guatemala's Office of Economic Growth (EGO) has a staff of 16, comprising 4 Foreign Service Officers and 11 Foreign Service Nationals. EGO's life of project portfolio is in excess of \$200 million across four technical areas: private sector, agriculture, environment (including biodiversity, renewable energy, and sustainable landscapes funding directives), and Bureau for Humanitarian Assistance.

The Program Assistant serves as the principal administrative support person for the Deputy Office Director, Private Sector and Agriculture/Feed the Future teams. The incumbent reports directly to the Deputy Office Director, and receives day-to-day direction and work assignments from the Budget and Operations Team Lead or his/her designee. The incumbent operates independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Program Assistant works side by side with the Office Director's Secretary to serve as a primary contact person for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Program Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.

### **Duties and Responsibilities:**

#### Administrative Responsibilities - 60%

The Program Assistant receives and places phone calls, sends and receives e-mail, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host-Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and, takes minutes when requested. The Program Assistant schedules appointments based on a good knowledge of the Deputy Office Director, Private Sector, Agriculture, and Budget and Operations Teams' commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Program Assistant takes messages in the absence of the Deputy Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Deputy Office Director, Private Sector, Agriculture, along with Budget and Operations teams, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting/virtual room space as required by the size of the group and maintaining conference/meeting/virtual room schedules, in coordination with other Mission administrative staff. The Program Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes.

The Program Assistant maintains program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, within the Agriculture, Private Sector, and Budget and Operations teams, establishing and maintaining computerized tracking systems to track teams' actions, providing weekly reports to the Team Lead, receiving and screening Office mail not

addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Program Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Program Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff receive new policies and/or procedures. The Program Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules.

The Program Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with checkout procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Program Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Program Assistant may be assigned to the Front Office, or assigned to support other office Program Assistants, during the absence of the job holder.

#### Support to Monitoring, Evaluation, Learning and Reporting - 30%

The Program Assistant will provide support to the Team Lead in EGO monitoring and reporting. The incumbent will provide support to maintain EGO systems for Monitoring, Evaluation and Learning (MEL) and contribute to the application of best practices, alignment with USAID MEL policies and procedures, and all MEL documentation and materials have appropriate, accessible electronic filing. Support the team lead in efforts to track the progress of the EGO portfolios in achieving expected results and support data entry and analysis to USAID annual reporting systems including the Development Information Solutions (DIS) and Feed the Future Monitoring System (FTFMS). Under the guidance of the team lead, maintain adequate supporting records on indicators to be reported to USAID/Washington and maintain reference materials updated and accessible to EGO staff on common issues across the EGO portfolio (e.g. evaluations, gender, etc.).

Support the collection, analysis, and consolidation of information needed in the development of annual portfolio reviews and performance reports, and prepare background materials for forward funding and financial reviews.

#### Administrative Support to Office Budget Operations - 10%

Provide support in the preparation and process of project implementation documents required to fund or modify project activities and GLAAS requests. Consolidates final packages for GLAAS requests' actions and obtains clearances from applicable Mission staff.

Compiles and coordinates the submission to the Financial Management Office of quarterly accruals for EGO activities with the support of the Team Lead, and coordinating approvals within the EGO team. Maintains appropriate supporting documentation in files for audit purposes.

USAID Consultation or Orientation (if applicable): Not required

Supervision Relationship: (Received): The jobholder reports directly to the Economic Growth Deputy Office Director/Office Director, and receives day-to-day direction and work assignments from the Business Operations Manager or her designee.

Supervisory Exercised: Continuing supervision of other Mission staff is not contemplated.

## **12. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening.

- A. Education:** A Bachelor's Degree in Business Administration or related field is required.
- B. Prior Work experience:** Three years of administrative or business operations work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- C. Knowledge, Skills and Abilities:** Possess the ability to manage several administrative tasks and prioritize projects to effectively support the Deputy Office Director along with Agriculture, Private Enterprise and Budget and Operations teams. Ability to provide excellent customer service to internal and external clients and to have good working relationships with US and Guatemalan employees. Ability to use the Microsoft Office suite (Outlook, Word, Excel) and email (Google Suite).
- D. Language Proficiency:** Functionally Native English reading, writing, and speaking is required. Good level in Spanish (speaking, reading, and writing) is required. The Job Holder shall be able to prepare correspondence and standardized reports. USAID reserves the right to test language proficiency.

**The ability to obtain the security level and medical clearances required for the position**

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated

offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Reference checks will be conducted by Human Resources before finalization of scoring by the technical evaluation committee (TEC).

- A. Education and Technical Knowledge and Abilities (Weighted 25% based on application review)**
  - Relevant academic qualifications;
- B. Professional Experience ( Weighted 40% based on application review and interview with case study)**
  - Experience in Business Operations
  - Experience in customer service
- C. Interpersonal, Leadership and Communication Skills (35% based on application review and interview)**
  - Functionally Native Proficiency in speaking and reading English
  - Written and verbal communication skills in Spanish;
  - Interpersonal and teamwork skills;
  - Ability to work effectively in a team environment;
  - Computer skills and the ability to carry out support to MEL and administrative support

#### **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
  - a. Please submit a Letter of Application and current resume.
  - b. Three (3) references, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the applications.
  - c. Application must be submitted ONLY via email to [lmonterroso@usaid.gov](mailto:lmonterroso@usaid.gov) and the email subject must say –: ***SOL#72052022R00001 -Program Assistant EGO. Be sure to include your name and the solicitation number at the top of each page.***

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.\*

**\* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.**

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave
- (g) Paid Parental Leave

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts**

with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

## 2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

### **Subpart 52.2—Text of Provisions and Clauses**

#### **52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.**

*Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.*

#### **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

**(a) Definition.** As used in this clause -

*United States or its outlying areas* means—

- (1)** The fifty States;
- (2)** The District of Columbia;
- (3)** The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4)** The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5)** The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

**(b) Authority.** This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

**(c) Personal Services Contracts with individuals.** As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

**(End of clause)**



## **Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

| ITEM NO<br>(A) | SUPPLIES/SERVICES (DESCRIPTION)<br>(B)  | QUANTIT<br>Y<br>(C) | UNIT<br>(D) | UNIT<br>PRICE<br>(E) | AMOUNT<br>(F)  |
|----------------|---|---------------------|-------------|----------------------|--|
| 0001           | <b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>- Award Type: Cost<br>- Product Service Code: <i>[e.g. R497]</i><br>- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i> | 1                   | LOT         | \$ _TBD.             | \$ _TBD at Award after negotiations with Contractor_ |
| 1001           | <b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>- Award Type: Cost<br>- Product Service Code: <i>[e.g. R497]</i><br>- Accounting Info: <i>[insert from Phoenix/GLAAS]</i>                     | 1                   | LOT         | \$ _TBD.             | \$ _TBD at Award after negotiations with Contractor_ |
| 2001           | <b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>- Award Type: Cost<br>- Product Service Code: <i>[e.g. R497]</i><br>- Accounting Info: <i>[insert from Phoenix/GLAAS]</i>                     | 1                   | LOT         | \$ _TBD.             | \$ _TBD at Award after negotiations with Contractor_ |

4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical**

**Conduct for Employees of the Executive Branch,”** available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**6. PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**END OF SOLICITATION**